

**THE RECLAMATION BOARD**  
**3310 El Camino Avenue, LL40**  
**Sacramento, California 95821**  
**Telephone: (916) 574-0609**  
**Fax: (916) 574-0682**

**GENERAL INFORMATION REGARDING APPLICATIONS FOR**  
**RECLAMATION BOARD ENCROACHMENT PERMITS**

These instructions will provide you with information on how to prepare your application for a Reclamation Board encroachment permit.

Approval by the Board is required for projects or uses which encroach into rivers, waterways, and floodways within and adjacent to federal and State authorized flood control projects and within designated floodways adopted by the Board. You must obtain Board approval before you begin certain uses or construction work or any proposed project within these areas.

The Board exercises jurisdiction over the levee section, the waterward area between project levees, a 10-foot-wide strip adjacent the landward levee toe, within 30 feet of the top of the banks of unleveed project channels, and within designated floodways adopted by the Board. Activities outside of these limits which could adversely affect the flood control project are also under Board jurisdiction. Maps of designated floodways are available for inspection at the Board's office in Sacramento, city and county planning or public works departments, and county recorders' office. Questions relative to proposed projects or uses which may require Board approval should be directed to The Reclamation Board, Attention: Floodway Protection Section, 3310 El Camino Avenue, LL40, Sacramento, California 95821, or telephone (916) 574-0609.

Four copies of the completed application and drawings, one completed copy of the Environmental Questionnaire, and any other environmental documents must be submitted. The application must be made on forms provided by the Board and must contain the following information:

1. A concise description of the proposed project or use.
2. The county, section, township, range, and the base and meridian in which the proposed project or uses are located
3. The name, address, telephone number, and FAX number (if any) of the applicant.
4. An endorsement must be obtained from the reclamation, levee, or flood control district responsible for levee maintenance. Special conditions may be added to the permit at the request of the district. If the maintaining district delays or declines to endorse the application, it may be submitted to the Board without endorsement with a written explanation as to why the application was not endorsed by the maintaining district.
5. A current list of the names and addresses of all the adjacent property owners.
6. If applicable, provide the name and address of the Lead Agency responsible for preparing environmental documentation regarding the proposed project as required by the California Environmental Quality Act of 1970. The environmental questionnaire provided by the Board must be completed and submitted as part of your application.
7. Four copies of exhibits and drawings depicting the project or use.

8. At least two color photographs (polaroids or snapshots are acceptable) showing different views of the project site. Include captions which explain what the photograph is depicting.
9. The name and address of the owner of the proposed project or use if different from the person filing the application.

You should include with your application any additional information that would be helpful in evaluating your proposed project or use.

The application must be signed and dated.

Your completed application may be mailed or delivered in person to:

The Reclamation Board  
Attention: Floodway Protection Section  
3310 El Camino Avenue, LL40  
Sacramento, California 95821

The Board has adopted regulations for work which encroaches into the area under its jurisdiction. Copies of the regulations are available upon request. A typical levee cross-section and terminology are presented in Exhibit 1.

### **Minimum Requirements and Format for Drawings**

1. The following information is required to evaluate the work described in your application. Additional information may be required depending upon the nature of the project.
  - A. The title block of each sheet should identify the proposed activity and include the name of the applicant, number of the sheet, total number of sheets in the set and date the drawing was prepared.
  - B. The name of the stream, river mile, scale, north arrow, datum reference, and other information as required.
  - C. The exact location of the proposed project in relation to identifiable landmarks.
  - D. Plan elevation views of the proposed project or use and the proximity of the proposed project or use in relation to existing facilities, property lines, levees, streams, etc.
  - E. Drawings of levee cross sections or profiles must indicate the elevations of lee crowns, toes, low-water surface, and design flood plane. These drawings should include horizontal and vertical scales and must be referenced to known elevation datum.
2. Please use the following format:
  - A. Prepare the drawings on 8-1/2-by-11-inch sheets (when possible) in accordance with the general format depicted in Exhibits 2, 3, and 4.
  - B. Allow a 1-inch binding margin on the top side of each sheet.

- C. Because additional copies of the drawings may have to be reproduced photographically, color shading cannot be used. Drawings must show shading as dot shading, cross hatching, or similar graphic symbols.

### **Application Processing**

Upon receipt of an application, a general review is made to determine if it is adequately complete to begin processing. If the application is found to be complete, it will be assigned a number and a letter will be sent to the applicant acknowledging receipt of the application. The Board will send a notice of the pending application to the adjacent property owners. If, during the review process, the application is found to be incomplete, it will be returned or the applicant will be advised by letter of the deficiencies in the application. If these deficiencies are not corrected within a reasonable time limit, processing of the application will be terminated.

The applicant may be notified of a need for additional studies.

A copy of the application is sent to the U.S. Army Corps of Engineers for review and comment.

The Board staff performs some level of environmental review of the potential impacts of the proposed project or use.

The project or use described in the permit issued on each approved application is subject to 12 general conditions. A number of special conditions may be added to the approved permit depending on the nature of the proposed activity.

The majority of applications filed are approved by the Board's General Manager. If the General Manager denies an application, the applicant has the right to appeal to the Board. Requests for Board consideration should be in writing and should include a statement of facts as to why an appeal is being made to the Board.

Applications which must be considered by the Board are placed on the agenda of the next regular Board meeting. The applicant and all interested parties are notified of the meeting and may appear and present their views to the Board for its consideration.

After an application has been approved by the Board, any requests for revisions to the proposed or completed project which have not been approved by the Board must be submitted in writing to the Board for approval. Revised applications are processed in the same manner as new applications.

### **Acceptance of a Permit**

You must notify the Department of Water Resources ten days before construction begins by mailing the pre-addressed start card furnished by the Board when the permit is issued. This card will contain the current address and telephone number of the Department of Water Resources' Flood Inspection Section which provides inspection services on behalf of the Board. The beginning of any work described in the permit constitutes acceptance by the applicant that work will be done in compliance with the general and special conditions listed in the permit.

Inquiries about procedures or other details may be made in person or by correspondence to The Reclamation Board, Attention: Floodway Protection Section, 3310 El Camino Avenue, Room LL40, Sacramento, California 95821; by FAX at (916) 574-0682; or by calling (916) 574-0609. Please include the Board's application number when inquiring about an application.